



## LICENSING INVESTIGATOR IV

### Characteristics of Work

This is professional and investigative work that involves some criminal investigation. An employee in this position is responsible for establishing investigative priorities and conducting investigations in an assigned area or concerning a specific area. An employee will document complaints and complete investigative reports. Supervision is received from a Licensing Investigator Supervisor or Division Director.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Conducts investigations to ensure licensee compliance with State and Federal laws and regulations related to the employing agency.

Investigates violations of State and/or board regulations.

Appears as an expert witness by testifying at board disciplinary hearings and in Federal and State court.

Operates in an "undercover" capacity to investigate suspected violators.

Conducts follow-up investigations to ensure licensees are in compliance with board or agency restrictions or disciplinary actions.

Confronts professional licensees suspected of violations.

Compiles and completes investigative reports for agency accountability and administration.

Represents the agency at public speaking engagements to educate and inform the public of the agency's functions.

Maintains liaison with other regulatory and enforcement personnel of federal, state, and local government

Performs related or similar duties as required or assigned.

### Minimum Qualifications:

#### Experience/Education Requirements:

##### Experience:

**One (1)** year of successful performance as a Licensing Investigator III;

**OR**

##### Education:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, sociology, or a field directly related to the functions of the agency or board;

**AND**

**Experience:**

Three (3) years of directly related experience;

**OR**

**Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

**Experience:**

Seven (7) of directly related experience.

**Interview Requirements:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.